

## Memorandum

**To:** Intermediate School District Special Education Directors and  
State Agency Directors

**From:** Jacquelyn J. Thompson, Ph.D., Director  
Office of Special Education and Early Intervention Services

**Date:** October 16, 2002

**Subject:** Training for Newly Assigned Intermediate School District/State Agency  
Staff Responsible for Special Education Monitoring

The Office of Special Education and Early Intervention Services will conduct an inservice training for newly assigned staff responsible for special education monitoring. The training will be on Thursday, November 7, 2002, at the Sheraton Lansing Hotel. Registration for the training will begin at 9:30 a.m., training will begin at 10:00 a.m., and conclude no earlier than 3:00 p.m.

Please note that this "hands-on" session is designed to provide newly assigned staff responsible for monitoring with very basic and entry level implementation skills and has been developed for only those staff with no previous special education monitoring experience.

Participants must pre-register for this training by completing and returning the enclosed registration form by Friday, October 25, 2002. Upon receipt, a follow-up memorandum will be forwarded to the staff person you identified to participate in the training. If you have questions, please call Kathy Barker at (517) 373-7169, or Carol Hatch at (517) 335-0465.

JJT:KB:cah

Enclosure

## **Training for Newly Assigned Special Education Monitors Registration Form**

**Participant's Name:** \_\_\_\_\_

**ISD/State Agency:** \_\_\_\_\_

\_\_\_\_\_  
**Address**

\_\_\_\_\_  
**Phone**

\_\_\_\_\_  
**E-Mail**

**Employment status (check one):** \_\_\_\_\_ **Employee** \_\_\_\_\_ **Contractor**

**Return this form to: The Office of Special Education and  
Early Intervention Services  
Attention: Carol Hatch  
Fax: 517-373-7504, or  
E-mail information to: [hatchc@michigan.gov](mailto:hatchc@michigan.gov)  
Please call with questions at: (517) 335-0465**